EMPLOYMENT OPPORTUNITY
SPECIAL PROJECTS ANALYST
FULL-TIME UNCLASSIFIED/FULL BENEFITS – Public Health Associate III
$19. 746-$26.816 per hour

Description:

Under the direction of the Bioterrorism Preparedness Coordination/Public Information Officer, the Special Projects Analyst will assist in the development and implementation of public health readiness plans for the City of Long Beach Department of Health and Human Services (DHHS). The Special Projects Analyst will play a key role in planning for, exercising, managing, and evaluating projects related to the bioterrorism preparedness program. The successful candidate will also assist in the development of risk communication and other public information activities related to a broad range of public health issues.

The candidate will also work with other City Departments, Los Angeles County Department of Health Services, and the State of California Department of Health Services on projects and activities related to bioterrorism preparedness.

Duties:

- Assisting in the administration of special projects related to public health preparedness and Homeland Security grant activities
- Coordinate activities with bioterrorism preparedness committee members and local and regional partners involved in preparedness activities
- Act on behalf of the Bioterrorism Preparedness Coordinator/Public Information Officer in various meetings, projects and activities, and provide support to Bioterrorism Committee as needed
- Prepare reports, briefing materials, presentations and other correspondence including taking meeting minutes
- Assist with enhancement and coordination of DHHS website
- Interact with DHHS subject matter experts as required for complete coordination of quarterly reports and grant material
- Promote relationships with DHHS staff to identify priorities, establish work plans and track progress; follow up with Bioterrorism Preparedness team members as needed to collect necessary information and data for reporting
- Act as Chair of DHHS Publications Committee and oversee development of DHHS publications to ensure ADA regulations and City standards
- Participate in the development and the execution of a risk communication plan with response partners prior to, during, and after the occurrence of a bioterrorism event or public health emergency
- Assist with media briefings and develop press kits
- Work with vendors to purchase equipment and supplies related to bioterrorism preparedness and Homeland Security grants
- Assist with administrative duties for the BT Preparedness Program
- Other duties as assigned

Qualifications/Requirements:

The candidate must have at least a Bachelor's degree from an accredited university in a health related field plus at least three years experience in public health and progressively responsible work experience in project management, and program coordination. A Master's degree may be substituted for experience on a year-to-year basis. Candidate must have excellent oral and written communication skills, able to work well in team situations, be self-motivated, able to complete work in timely manner, and handle multiple tasks at one time with minimal supervision, and have excellent computer skills.

Application Process:

Applicants are asked to submit their typewritten resume and letter of interest no later than 5:00 p.m. October 28, 2005

Hanan Obeidi, MPH, CHES, Bioterrorism Preparedness Program Coordinator/Public Information Officer
City of Long Beach Department of Health and Human Services
2525 Grand Avenue, Long Beach, CA 90815
Fax: (562) 570-4049 or
E-mail: hanan_Obeidi@longbeach.gov